



Locomote - Domestic Travel Workflow

Prepared By

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Introduction

This workflow is used for Domestic Travel where a flight, accommodation and/or hire car can be booked using the Locomote booking tool. The booking tool is a live inventory system and you will be booking actual available flights etc.

If the accommodation and/or vehicle you require are not in the booking tool and you do not need to book flights you will need to use the Domestic Travel – Other Accommodation, No Flight, No Hire Car Workflow and the segments will be booked manually by the Travel Management Company (TMC).

Directions

- Bookings can be made through the [Locomote](#) booking portal
- Log in using your USQ email
- First time logging in to Locomote click on Password Reset and follow the prompts – otherwise enter your password
- If Locomote does not recognise your email address as a user you will probably need a profile created:
 - complete the [Travel Profile Request](#) form
 - Select the appropriate form for staff or student & visitor
 - Forward the completed form to travel@usq.edu.au
 - You will be notified when your profile has been created
- Before going in to book travel make sure you update all tabs in your Locomote profile
 - Do this by logging in to your Locomote account and clicking on the round person icon at the top right of the screen
 - Select the correct workflow to begin your travel request

Steps	
	IMPORTANT: Items entered in your Locomote request must not exceed your available funding. Do not enter any items that will be self-funded.
1.	Enter in a trip title this may include; <ul style="list-style-type: none">- Date, destination, conference / project name (any information which may assist you to find the trip in the future)
2.	If applicable add flight details into the flight box <ul style="list-style-type: none">- Insert any comments that are needed for the travel agent- Make sure that require baggage is always ticked- If you leave the time as 6am it will show you all the flights for that day

3.	Using the 3 squares on the right below the flight box, you can now add in another flight, hotel or car. We recommend putting your travel together in chronological order e.g. Hire Car, Flight, Accommodation, Flight, Hire Car. You can delete an entry by clicking on the small grey X in the top right hand corner
4.	<p>When adding accommodation enter hotel details, arrival and departure dates</p> <ul style="list-style-type: none"> - If there is a particular hotel you wish to stay in you can type the name in, this name must be EXACT for it to be found in the Booking Tool. It is suggested you don't enter anything in this field. Once you are in the booking tool you can enter an exact name if you choose to - Comments can be put in for the Travel Consultant, e.g. Wheelchair access is required - Please note that if the hotel is offering special rates for conference attendees then accommodation should not be entered in this section, but in the travel requirements section. If you only need accommodation at special conference rates (no flights or car hire) you must cancel this workflow entry and begin a new entry using Domestic Travel – Other Accommodation, No Flight, No Hire Car
5.	Select the Department and Cost Centre (Project). You can type the numbers in or select from the dropdown list. Only projects linked to the Department you have selected will be available to choose from. If you want your trip to be coded to multiple Departments and or Projects enter them in the Business Case along with how you want the costs to be split.
6.	Select your Authoriser Group from the drop down menu (Authoriser Group for ADEB funding is ADEB)
7.	Select your Authoriser from the drop down menu – a Category 4 or above delegate. If unsure consult your supervisor
8.	Leave the section Email Your Trip Details To: blank
9.	Click continue on the bottom right hand side of the screen (or you may click Save if you do not want to continue at this time)
10.	Select a Reason for Travel from the drop down list
11.	In Travel Destinations make sure that the correct departure and return dates are recorded. The Departure date doesn't always flow through. You may need to add it.
12.	In other destinations write all the places you will be travelling to e.g. Brisbane QLD and Sydney NSW
13.	Check dates are correct in FBT Travel Diary

14.

Select Domestic

15.

Select yes or no if your trip is greater than 5 consecutive nights

- If your trip is greater than 5 consecutive nights you will need to fill out a Travel Activities Diary
- Every day must be accounted for
- Use the green plus sign to create a new entry
- Select an activity from the drop down menu
- Enter Location
- Write in details (no acronyms) e.g. Attending 2017 Fringe Benefits Conference or Meet with Prime Minister Malcolm Turnbull at Parliament House
- Make sure dates and times are correct
- See below screenshot of a completed Travel Activities Diary
- Below your diary it will tell you if FBT is applicable to your travel
- You will NOT have to fill out a Travel Activity Diary if your travel is less than 5 consecutive nights

16.

If you selected No in the previous step you will now be asked whether there is an element of Private Travel.

- If there is an element of Private Travel complete the Travel Activities Diary as detailed above in point 15

Travel Activities

Activity*	Location*	Details*	Date & Time*		
✕ Travel	Melbourne	Flight AN123 Toowoomba to Melbourne	01-02-2018	9:00 AM	🕒
			01-02-2018	5:00 PM	🕒
✕ Business	Melbourne	Attend Annual General CPA meeting and committee meetings	02-02-2018	9:00 AM	🕒
			02-02-2018	5:00 PM	🕒
✕ Private	Melbourne	Weekend	03-02-2018	9:00 AM	🕒
			04-02-2018	5:00 PM	🕒
✕ Business	Melbourne	Meetings with Locomote and Plan B	05-02-2018	9:00 AM	🕒
			05-02-2018	5:00 PM	🕒
✕ Business	Melbourne	Attend 2018 Fringe Benefits Conference	06-02-2018	9:00 AM	🕒
			08-02-2018	5:00 PM	🕒
✕ Business	Melbourne	Visit La Trobe University to speak with Fred to determine how they use Locomote	09-02-2018	9:00 AM	🕒
			09-02-2018	5:00 PM	🕒
✕ Travel	Toowoomba	Flight AN124 Melbourne to Toowoomba	10-02-2018	9:00 AM	🕒
			10-02-2018	5:00 PM	🕒

17. The Travel Diary will automatically calculate the FBT result based on your input (see below). If the result is the trip is Dual purpose you will need to pay 50% of the airfares and transfers yourself. If the result is that the trip is predominately private you will need to pay the airfares and transfers yourself

Days where authorised business activities were undertaken	6.0
Private Days	2.0
Travel Days	2.0
Total Days	10.0
Private Component Is FBT Applicable?	Less than 40% Predominantly business travel - No FBT payable on the airfares & transfer costs

18.

If you need a Transfer select Yes otherwise select No. If you chose Yes:

- Select the Type of transfer you require from the dropdown box.
- Enter the pickup and drop off location address
- Enter an approximate Cost
- Select Date and Time to be picked up
- Enter comments that will assist the TMC in making bookings
- If you need a return or other transfers click the green + sign to add further transfers (See below for example of a completed transfer).
- Only scheduled bookable transfers and private transfers should be entered in this section. All other transfers e.g. taxi's or city public transport services should be entered in the Travel Requirements sections.

The image displays two examples of the 'Transfer' form. Each form has a title bar with a left arrow, the word 'Transfer', and a close button (X). The forms are structured as follows:

- Form 1 (Top):**
 - Type*:** Airport Shuttle (dropdown)
 - Cost*:** \$ 36.00 (text input) with 'Approx' label
 - Pick Up Location Address*:** 123 Baker Street Toowoomba
 - Date*:** 01-12-2017 (calendar icon)
 - Time:** 6:00 AM (clock icon)
 - Drop Off Location Address*:** Toowoomba Wellcamp Airport
 - Comments:** (empty text area)
 - Button:** + Transfer
- Form 2 (Bottom):**
 - Type*:** Private Transfer (dropdown)
 - Cost*:** \$ 200.00 (text input) with 'Approx' label
 - Pick Up Location Address*:** Melbourne Domestic Terminal
 - Date*:** 01-12-2017 (calendar icon)
 - Time:** 11:00 AM (clock icon)
 - Drop Off Location Address*:** 456 Collins St Melbourne
 - Comments:** To meet flight Air North AN123 from Toowoomba
 - Button:** + Transfer

19.

Travel Requirements section

- Useful tool - Estimate Trip Costs is available on the [Locomote Dashboard](#) under Travel Resources Travel tips and FAQs
- All costings for your trip that have not been included on the previous page, need to be entered into this section
- Use the green plus sign on the left hand side to add a travel requirement
- Select item from the drop down menu
- Enter Description with details of your requirements if necessary. If you are attending a conference include a link to the registration website in the business case
- Add in estimated cost for that particular Travel Requirement
- If the hotel is offering special rates for conference attendees select Other Accommodation-Conference Rate from drop down box. In Description enter Hotel name add Estimated Cost
- See below for a screen shot of an example Travel Requirement section

Travel Requirements

**** PLEASE NOTE: **** If there is no overnight stay, you are NOT entitled to MEALS and INCIDENTALS.

Item	Description	Actioned By	Estimated Cost
⊗ Meals & Incidentals	Attach Meal Calculator in Supporting Docur	Travel Office	263.50
⊗ Accommodation - Conferen	Enter Details in Travel Consultant Notes	TMC	500.00
⊗ Conference Registration	Enter Full Name of Conference in Business	Travel Office	800.00
⊗ Taxis	Vouchers: Yes	Travel Office	250.00
⊗ Other Car Hire Expenses	Other Car Hire Expenses (eg Tolls, Petrol, Ac	Travel Office	150.00
⊗ Accommodation - Not in Bo	Enter Details in Travel Consultant Notes	TMC	200.00
+			\$2163.50

20.

Supporting Documentation

- Make sure that your documents are saved to your computer before uploading
- Attach all relevant documents in regards to your travel
- The Meal Calculator and Finance & Supervisor approval forms (if required by your section) should be completed prior to starting your Travel Request

Other Supporting Documents could include; a registration form for a conference, an invitation to speak at a conference or approval to use external funding

21.	<p>Travel Consultant Notes</p> <ul style="list-style-type: none"> - Detail any specifics for your travel plans that need to be arranged by the travel agent e.g. details of any special needs, specific dietary requirements, details of accommodation not booked in Booking Tool
22.	<p>Enter in Business Case for Travel, this should be a justification for travelling (no acronyms)</p> <ul style="list-style-type: none"> - For example; I am the organiser and speaker at one of the mini-symposia of the 12th World Congress Conference, Seoul, Korea 24-29 July 2016. Participation in this event will enhance my research links and international exposure to the benefit of the USQ. Official conference website: http://conference2016.org/main - If costs are to be coded to multiple cost centres Dept.ID 123456 Project 7891011 50% (or an amount) Dept.ID 789101 Project 1213145 50% (or an amount)
23.	<p>Answer yes or no to the Traveller's Guide question</p>
24.	<p>Tick that you agree to the declaration if this is correct</p>
25.	<p>Click continue on the bottom right hand side of the screen to progress to the live Booking Tool where you will select your preferred domestic flights, accommodation and or car hire.</p>
26.	<p>Select your preferred flights, accommodation and/or hire car by clicking on the dollar value of your choice</p> <p>If your selection is within policy it will display green, if it is not within policy it will display red. To progress your request use the drop down menu to select why you have chosen something out of policy.</p> <p>Accommodation rates visible in this list are per night. Clicking the dollar figure for the nightly rate will open a new window displaying approximate total rates for entire stay.</p> <ul style="list-style-type: none"> - <i>If you cannot find your preferred hotel in the list, you will need to exit the Booking Tool by returning to 'Trip Details' from the panel on the left. Delete the Scroll to the bottom of the page and select 'Edit Trip'. Delete the Hotel box from the front page. Choose 'Continue' at the bottom of this page. You can then add your accommodation into the 'Travel Requirements' section. In Travel Consultant notes include details of accommodation: name, location, arrival and departure dates.</i>

- *If you only need accommodation (i.e. no flights or hire car) you must cancel this workflow entry and begin a new entry using Domestic Travel – Other Accommodation, No Flight, No Hire Car*

24 From the Booking Tool click continue on the bottom right hand corner of the screen

25 Review itinerary, scroll down, accept the terms and complete booking for approval

If your application has been correctly completed and your trip is approved, you will receive your itinerary which includes your electronic ticket information.

If there are queries regarding your application, you will be contacted via the message tool on Locomote from either your approver, a Plan B Travel Consultant or the USQ Travel Office (USQ Admin).

Contact Details

Plan B

Domestic 03 9908 8372 or 03 9908 8358

After Hours 03 9908 8399 (do not call unless it is urgent as there will be additional charges)

Travel Office

Ext 2727

Travel@usq.edu.au

Version No	Issue Date	Nature of Amendment
2	25/07/2017	Full Review

